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LOGISTICS

(l) Not used.

(m) **Metropolitan Washington Area (MWA).** That area comprising all of the District of Columbia; Arlington County, Virginia; Alexandria, Virginia; Fairfax County, Virginia; Montgomery County, Maryland; and Prince Georges County, Maryland. Certain facilities within this area may be designated by the Director of Logistics as being excluded from the definition of the MWA.

(3) **POLICY**

(a) To the extent compatible with [] security, all real estate and construction transactions will comply with normal Federal procedures. Each transaction will be reduced to writing except when security of operations necessitates oral arrangements. In each oral arrangement, a memorandum for the record giving pertinent details will be prepared by the negotiating official and forwarded through regular administrative channels to the Office of Logistics.

(b) Existing Agency facilities will be fully used before additional real property is acquired.

(c) When existing Agency facilities are inadequate to meet real property requirements, additional facilities will be acquired from or through the following sources in the order of preference listed:

(1) Other Government departments or agencies.

(2) Leasing of property.

(3) Purchase.

(4) Construction.

(d) Required construction of facilities will be accomplished with a maximum of economy consistent with functional requirements, reasonable comfort, and sound architectural and engineering practices. Construction programs will be planned to satisfy immediate requirements and to provide for orderly expansion to meet anticipated needs.

(e) Maintenance and repair of real property will be accomplished in accordance with accepted Federal, State, municipal, or commercial practices for similar facilities.

(f) Maximum use will be made of public utility services or of utility services available from other Government agencies.

(g) Cost of alterations, improvements, and repairs to property leased by the Agency will be limited to 25 percent of the first year's rental. Annual rental costs of such leased property will be limited to 15 percent of the fair market value. A deviation from these limitations will require a Certificate of Necessity from the Director of Central Intelligence.

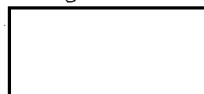
(h) Alterations, improvements, and repairs to leased Agency property will be undertaken only after consideration of economic, security [] factors, duration of lease or occupancy, terms of lease, or other factors relating to the contemplated use of the property.

(4) **AUTHORITY**

(a) **General.** Authority for CIA to acquire real property, make alterations, improvements, and repairs, and to construct facilities is contained in the Central Intelligence Agency Act of 1949, as amended. Regardless of cost level authorizations contained in this paragraph, all acquisition of real property, new construction, alterations, or repairs, in which there are potential security, political, or operational difficulties must be brought to the attention of appropriate senior officers for their specific approval.

(b) **Delegation**

(1) The Director of Logistics is authorized to acquire real property and make improvements thereto including construction; to procure utilities and incidental services; and to supervise maintenance and general administration of real property required by the Agency, except where such authority has been expressly delegated:



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- (a) [REDACTED]
- (b) In the provisions of an approved project that have been coordinated with the Director of Logistics in accordance with paragraph (6)(a)(1) below.
- (c) Otherwise by the Director of Central Intelligence.
- (2) The Director of Logistics may redelegate his authority in writing, as necessary, to designated individuals for the particular or continuing accomplishment of specified real estate and construction transactions.

(c) Specific Authorizations

- (1) Purchase, Construction, Alteration, and Repair (except for Administrative Properties in the Metropolitan Washington Area, see [REDACTED])

- (a) Deputy Directors may approve allocation of funds up to [REDACTED] for the purchase of real property or for new construction and may approve allocation of funds up to [REDACTED] for alterations or repair.
- (b) Operating Officials may approve allocation of funds up to [REDACTED] for the purchase of real property or for new construction and may approve allocation of funds up to [REDACTED] for alterations or repair.
- (c) Construction, alteration, and repair projects which fall within the authorizations granted above are subject to the contracting and technical responsibilities of the Director of Logistics as described in paragraphs b(2) (a)(2) and b(3)(c) below.

(2) Leasing

- (a) Deputy Directors may approve the allocation of funds for acquisition of additional leased real property up to 5,000 square feet of net building area or [REDACTED] in annual rent. Deputy Directors may approve the allocation of funds for acquisition of replacement leased space up to a 25 percent increase over existing building area or annual rental costs.
- (b) Operating Officials may approve the allocation of funds for acquisition of additional leased real property up to 200 square feet of net building area or [REDACTED] in annual rent. Operating Officials may approve the allocation of funds for acquisition of replacement leased space up to a 10 percent increase over existing building area or annual rental costs.

(5) AUTHORIZED EXPENSES

- (a) Authorized expenses in connection with Agency real property include but are not limited to:
- (1) Acquisition and disposition costs including rent, purchase price, reimbursements, and related fees and charges.
- (2) Costs of new construction, alterations, and improvements.
- (3) Costs of repair, maintenance, and operating expenses, including utilities.
- (b) Such expenses are subject to availability of funds and approval of the program, project, or plan by appropriate approving authority.

(6) RESPONSIBILITIES

- (a) Deputy Directors and Heads of Independent Offices are responsible for:
- (1) Ensuring that real estate and construction requirements of plans, programs, and projects are coordinated with the Director of Logistics.
- (2) Initiating budget revisions or other action to ensure adequate allotments of funds for real estate and construction requirements.
- (b) The Director of Logistics is responsible for:

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